

## **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**April 6, 2004**

**5:30 PM**

Chairman Shea called the meeting to order.

The Clerk called the roll.

Present: Shea, Sysyn, DeVries, Garrity, Forest

Messrs: Chief Jaskolka, Robert MacKenzie, Virginia Lamberton,  
Frank Thomas

Chairman Shea addressed Item 3 of the agenda:

Communication from the Human Resources Director, on behalf of Police Chief Jaskolka, requesting the reclassification of one position to a new class title (Program Specialist).

Alderman Garrity asked just for verification, is there a fiscal impact?

Alderman DeVries asked is this returning one position to other duties? It looks like its freeing up one position in my estimation.

Police Chief John Jaskolka answered right now there's basically a variety of people doing the job. There was a crime analysis position which actually does all of our statistics and everything that we use for Federal grants and so forth. We have to supply the Federal government with statistics. That's part of the crime analysis position, the accreditation position. There's a variety of people who are doing it right now and we want to centralize that. Essentially this job when it was filled is doing that. That job is vacant right now so there's a variety of people doing the accreditation part of it, which will all come under this position.

Alderman DeVries stated okay, so let me just summarize what I think I just heard. We have one of those positions vacant today, so by a combination of this it will not be returning one individual because it's vacant. You're combining the duties, but you're not freeing up personnel.

Chief Jaskolka answered we are combining the duties of two positions, yes, to one. The crime analysis and overseeing the accreditation.

On motion of Alderman Forest, duly seconded by Alderman Sysyn, it was voted to approve the reclassification of the position.

Chairman Shea addressed Item 4 of the agenda:

Communication from the Director of Planning and Community Development recommending three staffing changes to aid with current backlog of projects.

Clerk Thibault stated there is a handout that was provided by the Human Resources Director that you should have in front of you.

Alderman DeVries stated I would have a few questions of the Planning Director. I thought I saw within our CIP budget some of these items addressed. Could you tell us the source of funding?

Robert MacKenzie, Planning Director, stated again, what I laid out was two possible positions. One a Special Projects Planner and one a Neighborhood Planner, which we don't really have now. So much of the focus on our general planning has been on the downtown area. But we did request and submit to the Mayor through the CIP process funding for one of those two positions, the Special Projects Planner. Of that would be eligible for roughly 80 percent HUD funding, so that's the position that was included in the CIP. The other one would have to come under the operating budget and was not included in the Mayor's proposed budget.

Alderman DeVries asked the funding from HUD is that for a term or is that a yearly reapplication?

Mr. MacKenzie answered that would be a yearly reapplication.

Alderman DeVries asked and do you anticipate that this would be difficult to receive future funding? I'm just trying to determine are we looking at both of these coming onto next year's operating side for your department?

Mr. MacKenzie answered typically we've not had a problem with renewing those through HUD funds. Other positions like the Destination Manchester Coordinator comes through HUD funds and that's been there I think for the third year now. We haven't in the past had that problem.

Alderman DeVries asked the Neighborhood Planner...for both of the positions, have they received Human Resources analysis for grading and...?

Mr. MacKenzie answered yes. They did review the information, Ginny met with me, reviewed what I was looking at, she did later look at a more detailed description and graded it at a what is called a Planner II positions.

Alderman DeVries asked is that the Special Projects Planner?

Mr. MacKenzie answered yes. Both Special Projects and Neighborhood, which is a salary grade 19.

Alderman DeVries stated certainly I'm familiar with many of the endeavors that you're trying to overtake here since I've been at the center of them in my request for assistance with planning in the south end. When we look at the neighborhood planning will that be something that you think I will find useful to help determine how the south end can deal with the rapid expansion at the Airport?

Mr. MacKenzie answered I guess that's kind of a loaded question and I should say yes of course. But I think frequently Aldermen come me and say I have an area like the hollow that needs help and how do we improve the streetscape and what about the land, and we just haven't had the personnel to do it. Our personnel is down, our core personnel is down about 2.5 people, so there's neighborhoods citywide that need some additional help. So the south end I know has been hit hardest by changes in land use and traffic issues, so that's one of probably a half dozen that I can think of off the top of my head that we could use a neighborhood type planner.

Alderman DeVries stated one final comment if I might. The community master plan that the Special Projects Planner would be addressing, can you tell me if you outsourced that rather than look at it in house? What that cost might have been?

Mr. MacKenzie answered actually we're requesting some money in the CIP this year. I would expect that roughly one third of the master plan could be outsourced, but that means two thirds will have to be done by staff, citizen groups and the Planning Board. And generally that's from the past experience. It took about four and a half years to complete the master plan last time around. So it was a long process because a lot of different people were involved. So it does still take a lot of staff time; roughly a third of that can be outsourced.

Alderman DeVries asked and the savings by doing two thirds of it in house? Or is there no savings, because it would have been in house anyway?

Mr. MacKenzie answered there's really no savings. Ultimately it just would have taken longer to accomplish.

Alderman Forest stated it is dated April 2<sup>nd</sup> and we're just receiving it now. I know some of this stuff we received Friday. What are we receiving this today?

Mr. MacKenzie answered I do apologize and understand if you want to table this. I met with Ginny about two weeks ago, she had actually asked me to get information back to her early last week, actually two Fridays ago, so she could get it in the agenda, but I wasn't able to put it together because I had other commitments until last Thursday. So Ginny looked at it last Thursday.

Alderman Forest stated I know last year you requested somebody during the budget process and I notice you're doing it again. Is there any reason why you waited so long in the year? Can your budget afford these two people?

Mr. MacKenzie answered no.

Alderman Forest replied it can not.

Alderman Garrity asked Bob, Neighborhood Planner and Special Projects Planner, those are the two new positions?

Mr. MacKenzie answered yes.

Alderman Garrity asked which one was grant funded 80 percent?

Mr. MacKenzie answered that one was the Special Projects Planner?

Alderman Garrity asked and that was just for a year, right?

Mr. MacKenzie answered yes.

Alderman Garrity asked you said salary grade 19 on the Neighborhood Planner. That doesn't mean much to me. What is that fiscal impact? Why don't you give me the other one too, in case the grant runs out.

Virginia Lamberton, Human Resources Director, answered they are both \$39,911 a year.

Alderman Garrity asked does that include benefits?

Ms. Lamberton answered no. Benefits would be \$11,973 for each position.

Alderman Garrity asked so basically it's a \$51,000 item for each position?

Ms. Lamberton answered yes.

Alderman Garrity stated Mr. Chairman we're facing an 8 percent budget increase. I haven't talked to any Aldermen yet, but I don't want to try to reduce that number I just think it's... I'm not saying that the positions aren't justified, but it's just not doable at this time and I'll move to receive and file.

Alderman Garrity moved to receive and file the communication. There was no second to the motion.

Alderman Forest moved to table this item. There was not second to the motion.

Chairman Shea asked Bob, how many people are there in your department now?

Mr. MacKenzie answered we have what I call a core staff of 11 and I say core staff because there's also a couple of other people attached to us but we can't use them for planning projects. Like the Urban Ponds Restoration person is attached but we can't use them for other things.

Chairman Shea asked now has this staff been with you? Have you added to it the last year or two? In other words, what was your staff like two years ago or three years ago?

Mr. MacKenzie answered our staff two and one half years ago was 13.5. So we've dropped down about 2.5 staff people.

Chairman Shea asked and have those staff people, were they planners or just people working in the office? I know one was transferred to the Building Department.

Mr. MacKenzie answered one of those was administrative staff transferred to the Building Department, one was an urban design planner that was lost because of budget cuts and then the other half was a temporary administrative person that was lost through budget cuts.

Chairman Shea asked have you at any time tried to reorganize your particular department to have probably functions being shared by other people? For instance when in your department Sam was there and Sam is the only one there now and Bill is picking up certain types of work in the downtown area and so forth. Has that particular change affected your department, a burden to your department?

Mr. MacKenzie stated what has happened in the last two years is I have tried to accomplish everything that the Board has asked me to do. And I've asked my staff to do what I think is above and beyond what they could do. But he applications that our normal staff has been getting because of the Planning Board or our Millyard Design Review Committee of CIP, the workload has been getting harder and harder. While I was hoping we could get some additional staff effort to get these things done, it just hasn't been possible. As we've lost staff we've been added more duties or projects to do and while I had hoped to streamline things and make it better and try to get more work done, it just hasn't happened.

Chairman Shea stated I know that you've worked closely in certain projects with different department heads, like the Highway Department and Bill Jabjiniak and others, in doing certain projects, is there sort of a duplication of departmental involvement? Are there certain types of projects that are overlapping? In other words, can your particular department shift over certain things or not?

Mr. MacKenzie answered I don't believe so. Our core staff handles Planning Board activities, it handles CIP applications, the only person really left to handle special projects right now is me and I'm asked to serve on a lot of committees and I don't see really any duplication. When I sit down at a meeting of the staff on the Riverfront Development, they ask me questions on development activities and planning activities, so I don't see in that case where there is any duplication. The Highway Department's there, the Assessor's maybe there, MEDO may be there, but they're all focused on their individual areas. At this point all of the special projects are basically my time and I don't really see any duplication that we do between the other departments like Highway or the others.

Chairman Shea stated one last question. You mentioned 80 percent of HUD money would go towards the salary of a particular person, planner, does that reduce the amount of money that the City can use for projects because that salary is being taken or is that...how does that work? How would that affect things?

Mr. Mackenzie answered yes. That money could be used to be used for different other projects.

Alderman DeVries stated actually I wanted to address a little bit the other positions in the City that we currently fund through similar HUD funding. You're familiar with any others?

Mr. MacKenzie answered the only one that comes to mind is the Destination Manchester Coordinator.

Alderman DeVries stated and the reason that I bring that one to light is that that is a position that has been funded for several years now through this form of funding and you're history is longer than mine. Do you know how long that Destination Manchester Coordinator's position has been funded?

Mr. MacKenzie answered I think this is just the third year.

Alderman DeVries stated the reason that we discuss this is that this is not necessarily a position funded this year that the funding would go away for this source. If you can demonstrate the requirements that HUD dictates to meet the strict standards CDBG monies, the ability is there to fund this in future years as well. So it's not automatically assumed that we will be taking on the burden next year.

Mr. MacKenzie replied right.

Chairman Shea asked before Bill moved from your department over to Destination was he funded through HUD money?

Mr. MacKenzie answered no; he was part of the staff.

Alderman DeVries stated I have one final comment if I could, or question before we table. If this is tabled here, the Human Resources meets again next month, is that going to in any way affect our ability to make utilization of CDBG monies?

Mr. MacKenzie answered no. I don't think it would interfere with that.

Alderman DeVries asked it could still be done with the budget process?

Mr. MacKenzie answered it could still be done with the budget process so I don't see a problem.

Alderman DeVries moved to table this item. Alderman Forest duly seconded the motion.

Alderman Forest stated that I would like to have the motion amended to approve the HUD funded position, the Special Projects Planner, and table the Neighborhood Planner position.

Alderman DeVries moved to amend the motion to approve the request for the Special Projects Planner and table the request for the Neighborhood Planner. Alderman Forest duly seconded the motion.

Chairman Shea stated that would mean that 80 percent would come out of HUD money and the other 20 percent and the benefits, I believe Ginny, would come out of the operating budget? Is that correct? Or am I incorrect?

Mr. MacKenzie replied it would come out of the CIP cash, but the CIP cash portion of CIP does come out of the operating budget. So the 20 percent would be out of the operating budget.

Chairman Shea called for a vote on the motion and the motion carried with Alderman Garrity and Shea duly recorded in opposition.

Deputy City Clerk Johnson asked are you looking to do that in this budget or the next budget cycle?

Ms. Lamberton answered the next budget cycle.

Chairman Shea addressed Item 5 of the agenda:

Communication from the Human Resources Director, on behalf of the Traffic Director, requesting the addition of the hazardous waste language to the Business Service Manager class specification.

Ms. Lamberton stated if you recall, several months ago the...

Alderman DeVries asked has it been explained to you why the Business Service Manager needs to have HAZMAT language added to that description?

Ms. Lamberton answered yes. She is responsible for the training and she's also responsible in some fashion for being involved with the hazardous duties. She felt that it was very important that it be in her spec otherwise the department could be fined by Environmental Services so that is why I'm back.

Alderman DeVries asked and you're satisfied with the explanation given to you?

Ms. Lamberton answered yes.

Alderman DeVries stated that is fine. I just couldn't derive that on my own from reading the job spec.

Chairman Shea asked there's no change in salary?



Ms. Lamberton answered no. Nothing changes except those little words just put in her spec.

On motion of Alderman Forest, duly seconded by Alderman DeVries, it was voted to approve the request.

Chairman Shea addressed Item 6 of the agenda:

Communication from the Human Resources Director, on behalf of the Director of Office of Youth Services, requesting the reclassification the elimination of two levels of Youth Services Counselors and establish one as Youth Services Counselor, Grade 18 and reclassify and reallocate the current Youth Service Counselor I to the new title of Youth Services Counselor, Grade 18.

Chairman Shea stated I would note before we discuss this there would be a salary change according to what you said Ginny, right?

Ms. Lamberton answered yes.

Alderman DeVries asked if you could explain to us what your knowledge is of this?

Ms. Lamberton answered the Youth Services Department currently has three Youth Service Counselors. Two of them are at a grade 18 and one of them is at a grade 17. It's pretty difficult when people get on the job and they're on the job after a while to have two people at one grade and other person at a lower grade when they all end up doing about the same kind of work. The new Director asked me if it would be possible to have all three of them at the same grade and we discussed it at great length and I agree with him. So, therefore, I would suggest that we eliminate the I's and the II's and we have just Youth Service Counselor classification and if you look at the specs itself there's only really two changes that I'm making here. One is in the current II level spec; it states that the II may be required to supervise subordinate employees. Whereas, the I does not say that and then under the minimum special qualifications, under the II, it says may be required to be a licensed alcohol and drug counselor. Under the I it does not say that and really it doesn't require it, it just says may be required by determination of the director. So we're adding that into the new generic Youth Service Counselor that dependent upon the programming that's going on and the duties associated with that, the director may request a new employee have that certification.

Alderman DeVries stated the information you just gave, is that based on a desk audit or is that just based on reviewing the...?

Ms. Lamberton answered it really wasn't a desk audit because there's no incumbent. It's just how do we want to set up class specs for that particular department.

Alderman DeVries asked and you're in concurrence that this the correct way for us to proceed?

Ms. Lamberton replied I can't really justify having a one-grade difference, to be honest with you.

Alderman Forest stated I think you've already answered this question, but the one that is grade 17 now, it would only be one that's going up to grade 18? That person is going to be required to get all the licenses and prerequisites of grade 18?

Ms. Lamberton answered the short answer is yes. The long answer is the position is vacant and so we would be advertising in the newspapers for individuals to apply for it and that each person would be looked at individually to see whether or not they met the minimum requirements.

Chairman Shea asked what is the financial impact?

Ms. Lamberton answered the difference between the two grades is \$2,400.

On motion of Alderman Forest, duly seconded by Alderman DeVries, it was voted to approve the request to eliminate two levels of Youth Services Counselors and establish one as Youth Services Counselor, Grade 18 and reclassify and reallocate the current Youth Services Counselor I to the new title of Youth Services Counselor, Grade 18.

Chairman Shea addressed Item 7 of the agenda:

Report from the Human Resources Director relative to a bonus system, if available.

Chairman Shea stated I think this was a result of a question that was asked I believe at the last meeting.

Ms. Lamberton stated if you recall I suggested and we all agreed that I would go to the Quality Counsel with this and that the Quality Counsel would try to develop some kind of a recommendation for me to bring back to the Human Resources Committee. Unfortunately the individuals who are interested in doing that on the Quality Counsel simply haven't been able to find a date to sit down and talk together. But I do know that's on their agenda for next Tuesday or Wednesday for the full Counsel to set up a date and time for a subcommittee to start talking about this. Continued tabling would be in order.

On motion of Alderman Forest, duly seconded by Alderman Garrity, it was voted to table this item.

### TABLED ITEMS

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to remove this item from the table.

Report of Committee on Community Improvement referring proposal from the Public Works Department regarding a new Facilities Division.

Alderman Garrity stated I was just checking to see if we had an update on...just a review. I see them in the audience and I have a couple of questions. The first thing I want to ask is did the Mayor fund this in his budget?

Frank Thomas, Director of Public Works, answered yes. The way it has been funded is that the Chief Facility Position would be a transfer out of our operating budget, because that position presently is in our operating budget, and we would also transfer whatever increases would be necessary to allow him to arrive at his proper grade. So those monies would come out of our budget, when I say our budget, the Highway budget shifted into the Building Maintenance division budget. The Facility Superintendent position grade 21, that's funded presently under Special Projects in the Building Maintenance division budget. The salary and \$10,000 in additional expenses were allocated in Special Projects and it was put in there because until we go through the Human Resources Committee, it was felt that that would be the best location that way if by chance the reorganization didn't get approved at Human Resources, that money would stay in Special Projects. However, it was funded there. The Clerk of the Works position, we would like to get concurrence on that position, but we would not be filling that position this year. That position would only be furnished if we came back to the Human Resources Committee during the course of FY2005 and could show the Human Resources Committee that 100 percent of that salary is capable to be charged off to a project. For example, the stadium project or the school project.

So that position is not funded, the Clerk of the Works, however, there is a fund mechanism for the Chief Facility position and the Facility Superintendent position. I do have some copies of what I just went over because I did figure that that would be a subject that came up tonight. This little handout just summarizes what I just stated. Also I'd like to add that I met with the Mayor's office as early as Monday and the Mayor does support this reorganization.

Chairman Shea stated I have literature here and I guess Frank I would like to question. The new Chief Facilities Manager, would his responsibilities, or that person's responsibilities, would be to do what?

Mr. Thomas replied if you want I can give a brief overview of what is proposed. I know you have it in writing and you've probably heard it before from us. But right now where we have a Building Maintenance Division and in addition to that we have some capital improvement specialties on the Highway Department side in the form of a facilities engineer. What we want to do is, we want to combine both capital or engineering abilities with our maintenance abilities to come up with one division that would be a facilities division that would be able to deal with all facility issues, whether it's a maintenance issue or a capital issue. We also feel that there is a need to expand that operation, especially on the capital side. You have seen over the last few years the amount of capital work that's going on in the City; the school project alone is well over \$100 million project, that's more than enough work for one individual. We have projects such as the Senior Center, we've had the Rines Center, we have some involvement with Derryfield, we have fire station projects, and these projects are going to continue to come down the pike. Right now some of that work with the staff that we have spread out between Building Maintenance and on the Highway side, the professional staff, but really by bringing this all under one roof we're going to be able to better stand... First of all, we will have one set of experts looking at building needs, so that when a project is envisioned, the budgeting for that project is done by one expert instead of getting some expertise out of maybe Highway, out of Parks, out of the Planning Department, it will all be under one operation. So hopefully we will be looking at numbers that have been generated from professional staff. In addition, I think by bringing all facility projects under one group or one head, we're going to be able to do more work. Right now the fire station project's the majority of that work is administered by the Fire Department. Now they do a good job, but that is not their expertise. The Derryfield Park clubhouse project, again, a lot of that work was done with people from Parks and Rec and again, they are very good, but that is not their expertise. So by bringing it all under one set of professionals, that's their daily work, hopefully we can make things go along a lot smoother and quite frankly save some money. In addition, with this major rehab of our schools, and part of the reason for this major rehab of our schools, is because of deferred maintenance. The School District has recognized that and they are making a

commitment to property fund maintenance moving forward. There was a study that was done for them by our department using national averages and right now the City spends about .65 cents per square foot for maintaining our schools. The average across the nation is about \$1.62. The School Board does recognize that they have been deficient in that area. They've added more money into their budget this year to expand those maintenance roles about corrective and preventive maintenance, so we see that maintenance area is going to continue to increase. So the capital requirements, the maintenance requirements brought under one head seems to make a lot of sense. It ultimately is going to save the City money and in the case of the new position we're talking about bringing on, hopefully with your approval, the Facility Engineer, that position right off the bat we envision that we will be able to charge off about 85 percent of his salary between charge backs to the school system or through capital work that that person's going to be doing. So the net increase cost for that one position on the City is about 15 percent. So it's a good deal that way and the ability in the long term save money instead of having to go out to the private sector. I think it's going to be a real benefit to the City.

Alderman Garrity stated the fact that you've had to go out and hire consultants and things of that nature, by doing this, that cost will be reduced?

Mr. Thomas answered it will be reduced ultimately when we bring on the Clerk of the Works. That will reduce it more. Right now for Clerk of the Work services we wind up paying anywhere between \$65 to \$100 an hour for those type of services and obviously if we can do more of that in house, the less we have to go out and obviously it's going to be a savings to the projects and to the City.

Chairman Shea asked is that part of the bonding right now, that you're paying that particular person? Is that part of the bond that you're paying the salary of that person?

Mr. Thomas answered that's correct. The Clerk of the Works that we brought... For example, we have somebody that's assisted me on the baseball project.

Chairman Shea asked so that's part of the bond?

Mr. Thomas replied that's correct.

Alderman DeVries stated and you headed in the direction that I was going. Currently these two positions Clerk of the Works and the Facility Superintendent, we have the ability to charge that off to the bonding that is associated with the projects that they are working on.

Mr. Thomas replied that is correct.

Alderman DeVries asked will that continue to be the case?

Mr. Thomas replied that is our intent.

Alderman DeVries asked and that's why you say the bonding will be either projects at the school level or they could be City projects, a new fire station and a new highway garage...

Mr. Thomas answered that's correct. When we do charge against that, that will come back into the budget as a revenue.

Alderman DeVries asked in the number of years we certainly have shifted duties to the Highway Department that really were not being handled elsewhere and that's why the Highway Department has picked up an additional burden in my opinion over the course of the last year to two years with the design/build and other projects. Do you see other major projects, not just the two we talked about, but how far down the future are you looking at this level of...?

Mr. Thomas answered we see this trend continued. Part of the handout that you had, I think we had a bar chart in there that shows that we're really at a peak now when you add in the school design/build and the senior center and whatnot. But going down the road, we're looking in this year's budget some major work being done at the fire station on Second Street, we have a \$3.2 million project at Library, the senior center is going to continue going, I believe the baseball project is going to continue to move forward. Those are all projects that can utilize this type of staffing and I don't see it going away, quite frankly. Hopefully once we get some of these projects that I mentioned out of the way, maybe we will be building a new Public Works facility and we could utilize these people in that project.

Alderman DeVries stated final comment, if I might. Because the ability to continue projects probably is predicated upon the retirement of the fiscal year conversion bonds that the City will see in 2007, I believe. Also the retirement of the room and meals tax associated to the Verizon. I think the room and meals tax, that schedule though, we will be seeing a larger share of that.

Mr. Thomas replied yes, I believe so. But I think the big thing that you have to keep in mind, whether there is a point where we start dropping off on new capital projects, I think the City is starting to focus on the need for expanded maintenance and when we're looking at expanded maintenance we're looking at replacing HVAC systems, we're looking at doing major type of rehab work in our facilities. Again, let's go back to my facility. If it doesn't get replaced, obviously we're

going to have to do some major rehab work in there in the next few years. So there's going to be more and more of this maintenance especially if the school district does hold through to their commitment to expand their allocation for maintenance in their facilities from the .65 cent level to the \$1.65 level.

Alderman DeVries stated I have one additional question but it would be of Ginny. The position for the Chief Facilities Manager, is that predicated upon overseeing the other positions, meaning if we're not bringing on the Clerk of the Works this year, will the supervisory level still call for the grade 25?

Ms. Lamberton answered yes it would.

Mr. Thomas stated and if I could just follow up on that too. Even if we don't have the Clerk of the Works position, it's just going to mean that there is more of a need to go through a procurement process to bring on private sector individuals and even though you may not be supervising a City staff person, you're supervising in a lot of respect that private consultant or that private individual. So the number of bodies is still there.

Alderman O'Neil stated this is right off the top of my head. I think in the Mayor's proposed CIP budget not only do we have \$1.3 million for the South Main Street fire station, I believe there is somewhere around \$4.7 [million] for miscellaneous facilities improvements throughout the City. Frank mentioned the Library. I think there's almost \$1 million for reroofing in the City, work at the Police station. I think this is long overdue. I think the department has shown their ability to get these projects, and in all honesty, and when we look at what's going on today, Frank is involved with the baseball project, Kevin was involved and still is involved with Rines Center as well as helping out with the school design/build on the Memorial High School project, plus Tim single handedly is running with the school facilities and their also helping out trying to get the Deerfield Country Club back in line. So we're pushing them to their limit, we need some professional help there and I would encourage the committee to approve all three of the positions.

Chairman Shea stated I would like to read from the record here, I guess when this position was first approved, if I might. And I think Alderman O'Neil stated I just want to make sure I understand this. "Moving forward Police stations, fire stations, school, you will be the driving force behind renovations and construction of new facilities, not just offering support." That was my understanding when we created this new position. Mr. Thomas then stated, "again, we will have the capacities, it will be up to the Committee on Lands & Buildings to direct us to take whatever role the committee feels is proper. All the buildings under the Highway Department as far as maintenance issues. If a HVAC systems, we would be called so we have the responsibility. The Lands & Buildings, previously the CIP

Committee basically controlled the purse strings for all improvements and all the facilities.” I don’t want read all of this, but I know that Alderman O’Neil had advocated during the last Human Resources Committee that we discuss this and obviously it was not approved at that time. The point that I’m trying to get at is that there are certain responsibilities, as we both know. For instance, the fire station addition that was put on Engine 7 was supervised exclusively by the Fire Department. The new fire station was exclusively, I believe, handled by the Fire Department. I may be wrong. Maybe there was some help, but I think Assistant Chief Monnelly handles that. One of the problems that we all have is that every department, Building Department, Planning Department, Highway Department, every one wants new personnel. It would be nice if we were Santa Claus and could grant all of these wishes, but it’s just difficult for I would say for Aldermen to accede to all of these because they are worthy. I’m sure that Tim Clougherty works very hard, as you do and as Kevin does, but just as hard as Bob MacKenzie saying he does. It is so difficult to make a judgement in terms of all of the requests. I’m just mentioning this as a point of fact and my further comment is you do have people now in maintenance that do perform certain responsibilities which obviously, there will be some sort of overseeing on that particular operation. I believe Barbara Connor does that. So that’s what the Board has to consider.

Mr. Thomas asked with your permission, could I respond to that?

Chairman Shea replied sure.

Mr. Thomas stated I think when that statement was made, or that meeting was held, we were looking at bringing on a Facility Engineer to address work in the approximately \$3 million a year range. Again, I think if you take a look at some of the charts that were in your handout, when we took over Building Maintenance the annual allocation for maintenance types of activities were in the range of \$3 million a year. In addition, we were going to provide some technical assistance on some of these capital projects. However, if you take a look at one project along, the design/build project, when you’re talking \$100 million and that amount of construction going on at one time, that’s more work than one person can handle. If you’re looking at taking and doing 100 percent of the contracting for a fire station, I’m sure that Mr. Monnelly or Deputy Chief Monnelly spends the majority of his time involved with that project. And again, he’s doing a good job at it, but he is not a facility engineer. He’s not a mechanical engineer, he’s not an HVAC engineer, and maybe we’re spending a little too much for that fire station once it’s constructed. But I think, again, I agree what you’re saying, we’re all looking for help, we all need help, every year there’s more and more streets in the City, every year there’s more and more tons of trash in the City, and quite frankly I’m not coming into you people on a weekly basis asking for more scavenger people or



more people to maintain our roads. However, again, if you take a look at the whole picture of the volume of work that's out there and the potential additional volume of work due to a commitment by the school district to expand their funding into the maintenance of their facilities. One person, even with help from the maintenance people that are going out changing the filters or changing the motors that exist at Building Maintenance, it's not going to happen. We're not going to be able to do it all and quite frankly we're going to have to come down and start saying to you, the Board of Mayor and Aldermen, we don't have time to put the air conditioners into the Library. We don't have the staffing. As Alderman O'Neil mentioned, I'm spending quite a bit of my time on the stadium project now, that is not what you hired me to do. You hired me to run the Department of Public Works. My Deputy wasn't hired to be working on the Rines Center. We've been forced to do that. As a result, things are getting missed. Things are going by the board that I should be paying attention on in my own operation. And quite frankly it's going to come down to the point where we're going to have to say no, that we can not take on another job because eventually when you get spread too thin, a mistake is going to happen. When a mistake happens, it's going cost. So I think the investment of investing in this facility division really makes sense because, again as I mentioned, in the case of the new position, 85 percent of that is going to be recouped either by direct charges to the bonds or through school charge backs. Presently the existing that's going to be the Chief Facilities Engineer, that position, the majority of his time gets charged off. So again, it's an investment that I think will pay for itself.

Alderman Forest stated let me make a couple of comments. I know Alderman O'Neil mentioned the fact that he is in favor of this and I have Alderman Lopez on many occasions in the past year or year and a half state that we needs somebody to represent us as a city or as the Aldermen. This position would do that. The question I wanted to ask Frank, and again, the other thing you answered one of my concerns, was the fact that we keep handing things to the Highway Department. We've done it with the baseball stadium, we've done it with Gill Stadium, and Frank said the thing, that eventually he's not going to be able to handle all of this. But the comment...I'll ask you the same question I guess I asked Bob MacKenzie. Is this money in your budget now?

Mr. Thomas answered that money is in the budget. That is correct.

Alderman DeVries stated I support what you're saying Frank. I think I got a very brutal wake up call when I was watching the CIP Committee reevaluate the Derryfield Country Club proposal. Within that proposal there were some changes in the plans that need to be made and some value engineering that need to take place. The call for that value engineering came in too late and a full set of plans were developed and monies were spent on architechual drawings that may have

been prevented if somebody with the expertise from dealing with that was overseeing that earlier in the process. And it is not the fault of Parks & Rec; it is strictly just not their expertise. That is not their day to day operation, to oversee a project such as that. I think with some help from Alderman O'Neil I guess that's coming back in next week, but there could have been a savings of \$170,000 if we had this type of individual on board, the fees would have been charged to the bonding for that facility, so it's not a taxpayer expense, but we could have saved monies in the total costs of bonding by having the proper person now in place. I endorse this and I would move the question at this point. I think we've had quite a full discussion.

Alderman DeVries moved to accept the report and with the understanding that the position of Clerk of the Works is not funded in this year's budget. Alderman Sysyn duly seconded the motion. There being none opposed the motion carried.

There being no further business to come before the committee, on motion of Alderman Garrity, duly seconded by Alderman Sysyn, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee